Customizing Cognos Connection

Cognos Connection Top Navigation Ribbon

Log Off

Refresh

Search Field

Search by:
Full text & all fields
Name field
Description field
Name or description field

Home

Personalize:
My Inbox
My Watch Items
My Preferences

Help
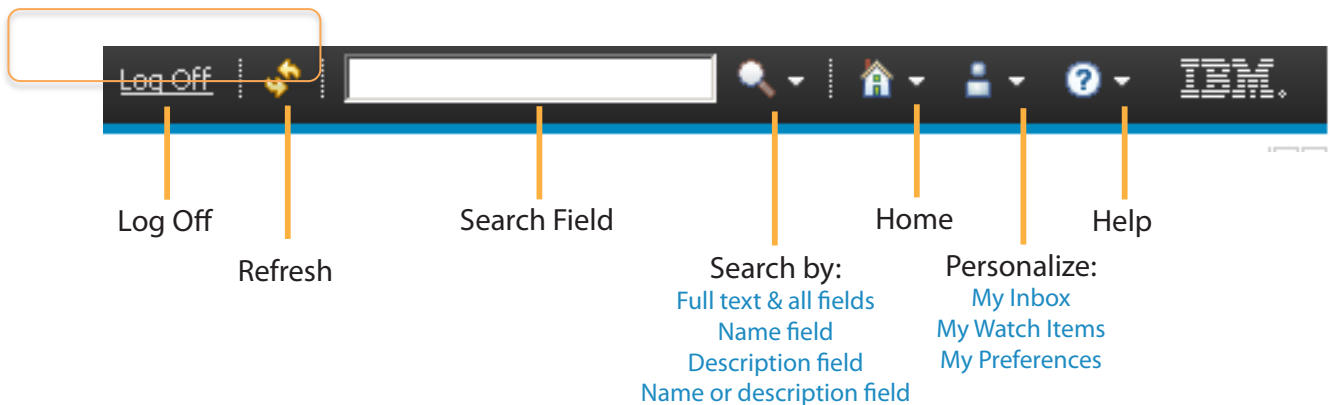
Below are two of the most common customizations for saving you time in Cognos Connection.

1. How to Designate Your "Home Page"

To set your home page; the page that appears when you click on the house icon at the top of Cognos Connection:

1. Go to the page view you'd like as your home screen
2. Select "Set View as Home" from the drop down menu under the house icon. This will set your home screen.
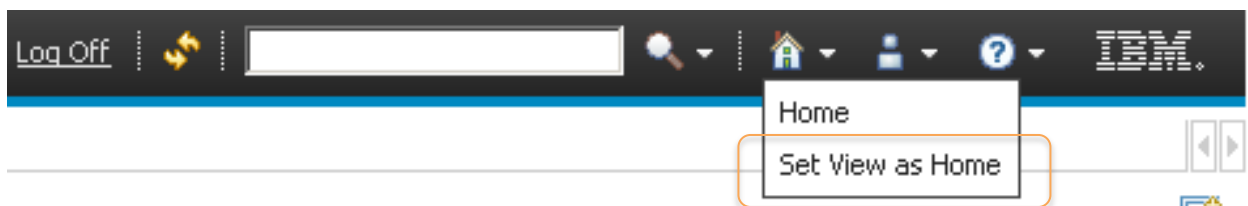
2. How to Save a Link to a Report

You can create a link to a report, and retain your preferred settings:

1. **After running a report from the Reports Tab**, select "Save as Report View" in the 'Keep this version' drop down menu

2. In the "Save as report view" dialog box, give it a name, and select the location "My Folders". Now it will always appear in **your** "My Folders" tab for easy access. **When you click on it, it will run with your preferred settings, using the most current data**.